



Department of Human Services

Early Intervention Program

Procedure Guidelines

For The

Early Intervention Provider Certification Process

July 2006

**State of Rhode Island
Department of Human Services
Early Intervention Program
Provider Certification Process**

BACKGROUND:

Rhode Island Department of Human Services (DHS)

The Department of Human Services is the State agency in Rhode Island responsible for health care and social support services for individuals and families in Rhode Island. DHS is divided into two major divisions: the Division of Health Care Quality, Financing and Purchasing (HCQFP) and the Division of Individual and Family Support (DIFS).

The purpose of the Division of Health Care Quality, Financing and Purchasing is to assure the availability of high quality health care services to consumers: to assure the efficiency and economy of services delivered to program recipients by monitoring providers of services; to coordinate service delivery efforts with other State Departments and Agencies; and to administer programs in a manner consistent with federal and state laws and regulations. Health services are provided to three population groups: families and children, individuals with disabilities, and the elderly.

The Center for Child and Family Health (CCFH) is responsible for program and policy development for all Medicaid eligible families and children. The Center administers the RItE Care Program, which provides health insurance to families who are eligible for benefits as a result of their eligibility for the Family Independence Program (FIP), Temporary Assistance for Needy Families (TANF), or who are income eligible children or pregnant women who have no health insurance. The Center also administers the RItE Share premium subsidy program. The Center also administers programs for Children with Special Health Care Needs who are eligible under Supplemental Security Income (SSI), the Katie Beckett Provision, children enrolled in adoption subsidy arrangements, children in temporary foster care and includes programs and services inclusive of CEDARR Family Centers, Home Based Therapeutic Services (HBTS), Kids Connect, Personal Assistance Services and Supports (PASS), Lead Centers, and most recently the Early Intervention System. The lead agency for the Early Intervention Program was transitioned from the Department of Health to the Department of Human Services by legislative action as of January 2004. CCFH provides health coverage to approximately 140,000 individuals. This Center is also responsible for Research and Evaluation for the entire Division of HCQFP.

Further information about the Department of Human Services programs can be found at www.dhs.ri.gov.

RI Early Intervention (EI) Program

The Early Intervention (EI) System is designed to meet the needs of infants and toddlers eligible for EI and their families, as early as possible. The purpose of the EI System is to support families' capacity to enhance the growth and development of children birth to 36 months who have developmental challenges. Eligible children may have certain diagnosed conditions, delays in their development, or be experiencing circumstances, which are likely to result in significant developmental problems, particularly without intervention.

The foundation of EI is the collaboration between families and professionals, using a family-centered approach. EI strives to provide comprehensive, community-based, culturally sensitive services designed to meet the developmental challenges of eligible children and families. Families, together with EI professionals, determine the desired outcomes for their child, the strategies for accomplishing these outcomes and the supports needed by the family. These goals, and the services needed to support obtaining these goals, are written in an Individualized Family Service Plan (IFSP).

The delivery of services to a child who is eligible is a joint process in which family members are full partners; thus the education of family members is a primary goal of all EI activities. Certified EI providers coordinate this process. To the maximum extent possible, services are provided in home and community locations so that naturally occurring learning opportunities may be maximized.

The "State of Rhode Island, Department of Human Services, Center for Child and Family Health, Certification Standards for Early Intervention – September, 1, 2005" defines a set of standards which are in compliance with federal and state regulations consisted with the Individuals with Disabilities Education Act (IDEA) 34 CFR Part 303 (Part C). These Certification Standards establish the procedures and requirements for EI services as administered by DHS. These Certification Standards serve to provide families, potential applicants, service providers and other interested parties with a full description of Early Intervention Services, including guidance related to certification requirements, methods for application, and evaluation requirements.

No person shall provide EI services as an EI service provider without first becoming certified by the Department of Human Services – Early Intervention Program. In order to become certified as an EI service provider, a person shall submit an application along with the required documentation demonstrating compliance with the ACT (Chapter 23-13 of RI General Laws, as amended), the Rules and Regulations Pertaining to the Provision of Early Intervention Services for Infants and Toddlers with Disabilities and their Families (R-23-13-EIS), and the Certification Standards for Early Intervention. Certification shall be granted for a three-year period. All certifications shall expire on December 31st of every year commencing December 31, 2005. The Department shall open the certification process to applicants as it deems appropriate and necessary in order

to assure a viable statewide early intervention system that provides quality services to infants and toddlers with disabilities and developmental delay.

All EI Providers must be able to delivery all sixteen (16) EI services statewide.

Applications for certification may be submitted by any organization to DHS at any time of the year (rolling application period). Application reviews will be scheduled periodically by DHS based on receipt of applications. Applicants will be notified of their certification status upon completion of the review, and should anticipate a minimum of eight weeks for the review process.

A list of the current Rhode Island Early Intervention Certified Providers and Specialty Providers with their contact information is available at <http://www.dhs.ri.gov>.

EI APPLICATION

Prior to completing the “Early Intervention Application Packet – July 2006” the applicant agency must read the EI Certification Standards available on the DHS website (www.dhs.ri.gov) under Children with Special Needs.

The “Early Intervention Application Packet – July 2006”, is a framework for the application itself. The applicant may chose to secure an electronic file from DHS (www.dhs.ri.gov) or the format and materials must be reproduced in the order that the Application Packet is laid out. The applicant should label each section of the proposal so that it corresponds with the Application Packet.

The application packet is comprised of the following sections:

1. Introductory sections which includes the cover sheet, transmittal letter, and brief organizational overview.
2. Provides a framework of the agency’s philosophy that will underlie the program. Applicant is required to describe their understanding of EI’s goals, services, natural environment, family centered care, and their reasons why they want to become a certified EI provider.
3. The applicant must submit a series of narratives to share their understanding of how EI will work within the applicant agency. The specific areas of the Certification Standards to be covered are defined in the application.
4. The Readiness section asks the applicant to lie out the tasks and timeline for accepting EI client referrals.
5. Memoranda of Agreements (MOA) are designed to capture key agreements with the DHS about how the program will operate within the applicant agency.
6. Provides the list of required application attachments to be submitted with their application.

The applicant may call the Brenda DuHamel, Part C Coordinator at (401) 462-0318 for technical assistance or clarification of the application requirement anytime during the writing process of this application. Once the application is complete, the agency should contact the DHS – EI Program to scheduled a convenient time for both parties to deliver the five (5) copies of the completed application to:

Brenda DuHamel, Part C Coordinator
Department of Human Services
Center for Child and Family Health
Early Invention Program
600 New London Avenue
Aimee Forand Building 038
Cranston, RI 02920